

# Quotation Request //

## US Government Publishing Office

Philadelphia Regional Office  
928 Jaymor Road, Suite A-190  
Southampton PA 18966-3820

**JACKET:504-666**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 04/12/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

**TITLE: "KD" COURSE QUALIFICATION/REQUALIFICATION LINE SCORE CARD (3591)**

**QUANTITY: 40000 - Total**

+ (3) Department Samples

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to [mwebb@gpo.gov](mailto:mwebb@gpo.gov).

**TRIM SIZE:** 8-1/2 x 11"

### **SCHEDULE:**

Furnished Material will be available for pickup by 04/14/2021

Deliver complete (to arrive at destination) by 04/30/2021

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent, to [Lashineda.alsevido@dla.mil](mailto:Lashineda.alsevido@dla.mil), [Thomas.hayward@dla.mil](mailto:Thomas.hayward@dla.mil) and [mwebb@gpo.gov](mailto:mwebb@gpo.gov). The subject line of this message shall be Distribution Notice for Jacket, 504-666. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor, must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

Cards print face only in black ink.

Printing consist of type, rule lines and screen printing.

See attachment.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. 2 sample copy, 1 CD with Files, 1 black and white copy and 2 negative

Camera copy for warehouse unit-of-issue label;

Delivery Instructions; Delivery Confirmation fax sheet;

Labeling and Marking specs., GPO 905 label camera copy.

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office prior to further performance. Email [mwebb@gpo.gov](mailto:mwebb@gpo.gov)

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* K10, Index, Green, Basis Size 25.5 X 30.5" Basis Weight 110lb

Match sample provided.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:** Follow Copy Sample.

**PROOFS:**

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proof will not be used for color match.

Contractor must email Lashineda.alsevido@dla.mil and copy mwebb@gpo.gov

Proofs will be held not more than 2 days

The contractor must not print prior to receipt of OK to print

**BINDING:**

Trim 4 sides.

**PACKING:**

Kraft wrap 100 cards per package.

400 total packages.

Kraft wrap with 60# paper minimum. NOTE: these packages MUST BE CARTONIZED FOR SHIPMENT. Failure to cartonize will result in a return to the printer at their expense.

This job must be kraft wrapped. Kraft wrap must be a minimum of 60 Lb. Paper. Envelopes of this weight can also be used as appropriate. Stock must be strong enough to prevent tearing or bursting under normal use such as warehouse handling, mailing, shipping, etc. NO SCOTCH OR PLASTIC ADHESIVE TAPE MAY BE USED TO SEAL KRAFT WRAPPED PACKAGES.

Warehouse Unit of Issue label must be affixed to the outside of package. It may be placed on the ends of the packages, if possible, or on the face of each package, centered.

Reproduce Unit of Issue labels for each package. Camera-ready label art is provided to produce this label. Reproduce at approximately 3-1/4 X 5-1/2 inches, if possible. For smaller packages - this label art may be reduced in size to fit the package, as long as the type remains legible. Print on 50 Lb. White Offset Book or better or 110 Lb. White Index.

Warehouse Unit of Issue labels must include Title, Stock Number, Form Number, Control Number, and Quantity. Labeling and Marking Specifications must be followed.

Pack in shipping containers. Each shipping container must not exceed 50 lbs when fully packed. GPO form 905 (L&M Specs.) are required on each carton and must be reproduced on YELLOW stock. (20 # writing or equal). Carton dimensions (do not exceed): Height: 11 to 12-1/2 inches; Length: 11 to 11-1/2 inches; Width: 17-1/2 to 18 inches.

Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are NOT authorized and

must not be used.

NOTE: Uniform cartonization is required. Cartons are to contain equal amounts of Units of Issue in each shipping carton. There may be 1 carton with an odd amount, which will be placed on top of the first skid with its lesser quantity clearly marked. Failure to properly cartonize unit of issue boxes and shipping cartons will result in refusal at the warehouse, and return to the Contractor for proper packing and reshipment at the Contractor expense.

Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor expense. See GPO Contract Terms. Pallets must meet the following requirements to be used with the Standard Warehouse Operating System in our distribution warehouse:

The pallets should be 40" (L) X 48" (W) assembled flush with 4 stringers.

Pallets must be 4-way (partial) with full entry on 48" width sides.

Height of full pallet must not exceed 48" including pallet.

Entry: Four way partial with full entry on 48 sides.

Material: Wood.

**DISTRIBUTION:**

Deliver to:

Department of the Army

XR Publications Distribution Center

Media Distribution Division

1655 Woodson Road

St. Louis, MO 63114-6128

\*Must call prior to delivery confirming this location is open and accepting deliveries

314-592-0900 Ext. 8255

Return GFM and 2 Samples to:

DLA Strategic Data Operations

700 Robbins Avenue, Bldg. 4-D

Philadelphia, PA 19111

Attn: Lashineda Alsevido

(215) 737-7549

M/F: Req. No. 1-770851M//GPO Jacket 504-662

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

**ATTRIBUTE**

**SPECIFIED STANDARD**

P-7. Type Quality and Uniformity

Approved Proofs/Camera Copy

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=504666>